

## MEETING #3 – January 10

At a Regular Meeting of the Madison County Board of Supervisors on January 10, 2017 at 4:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chairman  
Jonathon Weakley, Vice-Chairman  
Charlotte Hoffman, Member  
V. R. Shackelford, III, County Attorney  
Mary Jane Costello, Finance Director  
Jacqueline S. Frye, Deputy Clerk

ABSENT: Robert Campbell, Member  
Kevin McGhee, Member  
Daniel J. Campbell, County Administrator

### Agenda Items:

#### Call to Order

#### *Pledge of Allegiance & Moment of Silence*

#### 1. Determine Presence of a Quorum/Adopt Agenda:

Chairman Jackson noted advised that:

- *Supervisor Campbell is out of town*
- *Supervisor McGhee is tied up (with VDOT issues)*
- *The County Administrator is absent due to illness*

A Quorum was established as being present.

Supervisor Weakley moved the Board adopt today's Agenda as presented, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Hoffman. Absent: Campbell, McGhee. Nays: (0).*

#### 2. Public Comment:

Chairman Jackson opened the floor for public comment. With no comments being provided, the session was closed.

#### 3. Constitutional Officers:

**Sheriff:** Erik Weaver, Sheriff, was present and advised that tonight's weather forecast is calling for sleet/freezing rain.

#### 4. County Departments:

**a. EMS – Lewis Jenkins, Director – Grant Opportunity:** Lewis Jenkins, Director of EMS, was present to provide highlights on the Four-For-Life grant award in the amount of \$93,339.50 to Madison County; these grant funds were applied for in the fall of 2016, and are planned to be used for the purchase of a vehicle and emergency equipment; the grant will be awarded to the County in two (2) phases. Additional information provided focused on the proposed purchase of:

- ✓ An EKG monitor
- ✓ A new ambulance (still assessing costs)
- ✓ A new stretcher (cost: \$40,000.00) [purchase can be deferred until 2/28/17 after MOU is in place with rescue squad]

It was also noted that:

- ✓ Mercedes sprint ambulance is being researched (with 4WD)
- ✓ Ambulance purchases aren't on state contract
- ✓ Ongoing annual costs (i.e. insurance) will be about \$300.00 annually
- ✓ Fuel savings (vehicle gets 19-20 mpg) [current equipment only gets about 7 mpg]
- ✓ Additional costs of about \$9,000.00 for necessary equipment (for new ambulance)
- ✓ Would like to utilize current budgeted (EMS) funds (i.e. \$65,000.00 [for ambulance]; \$20,000.00 [for life-pack equipment])
- ✓ Currently short (\$15,000.00) to fund purchase of a new stretcher
- ✓ Currently, rescue squad funds are being used for their future building
- ✓ Two (2) bids have already been received [talking with two (2) additional vendors]

#### Questions from the Board:

- *Supervisor Weakley: If today's action (to approve grant funding) will need to be done categorically; thanked EMS for applying for today's grant award*

The Finance Director noted that the grant funding can be approved and supplemented when the funds are ready to be spent.

Supervisor Weakley moved the Board approve the recently awarded grant money totaling \$93,339.50 to EMS, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Hoffman. Absent: Campbell, McGhee. Nays: (0).*

## 5. Committee/Organization Reports

**a. MC Parks & Recreation Festival Permit – Jerry Carpenter:** Jerry Carpenter, Manager, was present to provide information on the MCPRA's festival permit applications for the Hoover Ridge Wool & Wine Festival scheduled for April 22, 2017 (tickets \$15.00 per admission) and the Hoover Ridge Hops Festival scheduled for May 28, 2017 (tickets \$25 [presold]; \$35.00 [onsite]; \$5.00 [designated driver]).

### Questions from the Board:

- *Chairman Jackson: Noted that signatures haven't been attained from required agencies (i.e. Sheriff, Health Department, Building); verbalized support of today's concept (feels this is a good funding stream for Hoover Ridge); questioned whether today's applications can be approved by the Board contingent upon approval being attained by the Sheriff's Office, Building Office and Madison Health Department*
- *Supervisor Weakley: Verbalized support of the festival requests; questioned if the pricing for the Hops festival could be increased (i.e. \$40-\$65)*

Mr. Carpenter noted that required agencies will only sign off on today's applications in the event the Madison County Board of Supervisors approves the requests as presented. In closing, he noted that all proceeds from both events will be returned to Hoover Ridge, and feels the events will be a 'learning process.'

Supervisor Hoffman moved the Board approve the festival permits for the Hoover Ridge Hops Festival (May 28, 2017), and the Hoover Ridge Wool & Wine Festival (April 22, 2017) as presented, seconded by Supervisor Weakley. *Ayes: Jackson, Weakley, Hoffman. Absent: Campbell, McGhee. Nays: (0).*

## 6. Finance – Mary Jane Costello

### a. Claims for 2017

\$ 20,451.99 (1'10'17)  
 \$213,897.86 (1'6'17)  
 \$ 2,912.31 (EFT for 1'6'17)  
 \$237,262.16 (Total)

### Highlights:

- ✓ \$150,000.00 (Madison Volunteer Rescue Squad – final payment)
- ✓ \$17,622.00 (Clark Security, Inc.)
- ✓ \$8,200.00 (Fuel charges for December 2016)
- ✓ \$10,000.00 (Rappahannock Electric Cooperative bills)

*\*Above referenced claims equal 78% of total disbursements*

Supervisor Weakley moved the Board approve claims for 2017 in the amount of \$237,262.16, as presented, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

### b. Supplemental Appropriation Request – Sheriff's Office Reimbursement for BRNTF

The Finance Director noted that today's supplemental appropriation request is recurring (for the Sheriff's Office) for the Blue Ridge Narcotics Task Force for the part-time deputy, in the amount of \$6,144.00, as presented.

### Comments from the Board:

- *Supervisor Weakley: Thanks the Sheriff's Office and the task force for all their efforts to keep the community safe*

Supervisor Weakley moved the Board approve the supplemental appropriation request totaling \$6,144.00 as presented, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Hoffman. Absent: Campbell, McGhee. Nays: (0).*

## 7. Minutes:

- a. 2016: #39 & #40
- b. 2017: #1 & #2

Chairman Jackson called for any corrections or amendments to Minutes #39, #40 (2016) and #1 and #2 (2017).

Supervisor Hoffman moved the Board approve Minutes #39 and #40 for 2016 and Minutes #1 and #2 for 2017 as presented, seconded by Supervisor Weakley. *Ayes: Jackson, Weakley, Hoffman. Absent: Campbell, McGhee. Nays: (0).*

#### **8. New Business:**

**a. Distribution of FY Ended June 30, 2016 Audit:** The Finance Director advised that the annual audit (for the County) has been received; a RFCA representative will be in attendance later this month to provide a presentation and report. The Board will need to formally adopt the 2016 audit report as presented; the County's general fund has increased by \$1,200,000.00 as a result of the annual auditing process. More information will be provided on the County's general fund during the upcoming budgetary sessions. A copy of the 2016 audit report will be provided to Supervisor Campbell and Supervisor McGhee.

**b. Recommendation for Library Reporting to Board:** Chairman Jackson noted that the full Board isn't present tonight; also advised that he, Supervisor Hoffman and the County Administrator met with Laura DeBoer and Steve Wagner (Madison County Library Board members) to come up with some type of compromise (with the library) regarding whether to put a voting representative on their board or a liaison. In closing, he suggested the Madison County Board of Supervisors think about what avenue to take and discuss this matter at the next meeting.

#### **9. Old Business:**

**a. Website RFP:** The Finance Director provided a copy of the RFP for website design, which will need to be reviewed by the County Administrator and County Attorney. She also noted it is the intent of the County Administrator to 'keep it simple' and have a potential web developer provide structure to the County's website.

#### **Comments from the Board:**

- *Whether the department heads and constitutional offices should be asked to review the RFP and provide input*
- *Suggestions that the County's website not be overly complicated and be easy to navigate*

The County Attorney advised that Orange County and Greene County have recently redone their websites; suggested that County staff access the sites. It has also been reported that Orange County's current website is very easy to navigate.

The Finance Director advised of the need to attain (from potential vendors) specifics pertaining to management functionality (for the proposed web design).

After discussion, it was the consensus of the Board to allow the County Administrator and Finance Director to administrate the RFP document as deemed appropriate, after it has been reviewed. In closing, it was advised that the Board would like all department heads and constitutional offices to review the document and provide comments. A copy of the RFP will also be provided to Supervisor Campbell and Supervisor McGhee for review and advisement.

**b. VACo Region 7 Legislative Issues (Developed by Eldon James):** Chairman Jackson questioned if anyone would like to add any items to today's legislative report. Today's report focuses on various items that receive state funding, and also highlights lobbying effort to attain additional state funding for specific categories. In closing, it was noted that the Board will need to adopt today's report as presented.

Supervisor Hoffman moved the Board approve the VACo Region 7 – 2017 Legislative Issues as presented, seconded by Supervisor Weakley. *Ayes: Jackson, Weakley, Hoffman. Absent: Campbell, McGhee. Nays: (0).*

**c. Rappahannock Juvenile Detention Appointment:** The Board was advised that no applications have been received for the vacancy.

Chairman Jackson asked anyone interesting in serving on the RJDC Board in Stafford to feel free to apply.

**d. Statement of Economic Interest Form/Deadline:** The Board was reminded that the deadline to turn in forms is now Tuesday, January 17, 2017.

Clarissa Berry, Commonwealth Attorney, was present and advised that failure to submit a form on time will result in prosecution by her office.

The County Attorney also questioned if the planning commission members and the Board of Zoning Appeals members will be required to submit an SOEI form, to which the Commonwealth Attorney advised that all elected members will be required to submit the SOEI form.

It was also noted that in the past, commission members and BZA members were only required to submit a real estate holdings form.

The Commonwealth Attorney advised that she will research the commonwealth's requirements and report her findings.

**e. Confirmation of Schedule for Budget Work Sessions:** Chairman Jackson advised that all workshop sessions will be held at the Madison Firehouse lounge room. It was also reported that the advertisement will be published in the upcoming week's newspaper.

Chairman Jackson advised that he will be absent for the February 2<sup>nd</sup> meeting; the requirements of this session will be shifted to the meeting scheduled for February 9<sup>th</sup> (as provided to the County Administrator).

#### 10. Public Comment:

Chairman Jackson opened the floor for public comment. The following citizen(s) provided comments:

- ✓ *Bob Chappell (Madison County School Board): Advised that the school board recently met with teaching staff at all four (4) school this week to discuss results of the recent community survey; 94% of the local teaching staff responded to the survey; a link has been sent to the school website to show 'what was learned', and provides input on school accreditation and an overall analysis of the survey results*
- ✓ *Staff from Wetsel Middle School were present and acknowledged (by Mr. Chappell and the Board of Supervisors)*
- ✓ *Mike Mosko: Comments focused on website meetings and the fact that no representatives from the local Chamber of Commerce were included; although Chamber staff aren't County employees, he suggested input be attained from them on this matter*

With no further comments being brought forth, Chairman Jackson closed the public comment session.

#### 11. Closed Session (if necessary) - None

#### 12. Information/Correspondence (if any)

**School Board:** Chairman Jackson noted that the recent community survey results do show 'pros/cons'; feels the survey shows much support for the Madison County School system; looking forward to seeing the School Board take active steps based on the results

**Traffic light (at Fairgrounds Road and Route 29 Business):** Supervisor Weakley advised that the light at Fairgrounds Road and Route 29 Business (across the intersection) only allows about three (3) vehicles to get through; suggested VDOT be contact to assess the timing of the traffic light at the location

**Madison County Volunteer Rescue Squad:** Steve Grayson, rescue squad member, was present to provide current proposed zoning options for the squad's future location, and the desire to have a generator in place that will allow for multiple hook-ups and uses; he asked the Board to consider allowing the squad to move the generator (County-owned and maintained) from the squad's existing location to the future location.

#### Comments from the Board:

- *Chairman Jackson: Advised that (in his opinion), today's request is a bit premature; footers need to be in place first*

Mr. Grayson advised that the rescue squad is currently talking with architects and electrical engineers; current plan is to have 'dirt' moving in the summer of 2017, and have switching units in place (to be able to switch from electric to generator); also noted that pricing for a new generator hasn't been researched (feels the cost will range from \$800.00 to \$1,000.00 per kilowatt) - the new building will take about 250-300 kilowatts (i.e. at a cost of about \$250,000.00 to \$300,000.00). In closing, he noted that work is underway with multiple engineers to get electric lines/cable in place, and incorporate final building design; anticipates late groundbreaking in late March/early April 2017, and have dirt moving by July 2017.

- *Supervisor Hoffman: Suggested the Board postpone making a decision until the full Board is present*

After discussion, Mr. Grayson noted that a decision within sixty (60) days (from the Board) would be sufficient.

#### 13. Adjournment:

With no further action being required, on motion of Supervisor Hoffman, seconded by Supervisor Weakley, Chairman Jackson adjourned tonight's meeting. **Ayes: Jackson, Weakley, Hoffman. Absent: Campbell, McGhee. Nays: (0).**

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R. Clay Jackson, Chairman  
Madison County Board of Supervisors

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Clerk of the Board of the Madison County Board of Supervisors

Adopted on: January 24, 2017

Copies: R. Clay Jackson, Jonathon Weakley, Robert Campbell, Kevin McGhee, Charlotte Hoffman, V. R. Shackelford, III,  
Constitutional Officers

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**Agenda**  
**Regular Meeting**  
**Madison County Board of Supervisors**  
**Tuesday, January 10, 2017 at 4:00 p.m.**  
**County Administration Building, Auditorium**  
**414 N. Main Street, Madison, Virginia 22727**



Call to Order

Pledge of Allegiance & Moment of Silence

1. Determine Presence of a Quorum / Adopt agenda
2. *Public Comment*
3. Constitutional Officers
4. County Departments
  - a. EMS – Lewis Jenkins, Director: Grant Opportunity
5. Committee/Organizations
  - a. MC Parks & Recreation Festival Permit – Jerry Carpenter
6. Finance – Mary Jane Costello
  - a. Claims for 2017
  - b. Supplemental Appropriation Request – Sheriff's Office Reimbursement for BRNTF
7. Minutes:
  - a. 2016: #39 & #40
  - b. 2017: #1 & #2
8. New Business
  - a. Distribution of FY Ended June 30, 2016 Audit
  - b. Recommendation for Library Reporting to Board
9. Old Business
  - a. Website RFP
  - b. VACo Region 7 Legislative Issues (Developed by Eldon James)
  - c. Rappahannock Juvenile Detention Board Appointment
  - d. Statement of Economic Interest Form Deadline
  - e. Confirmation of Schedule for Budget Work Sessions
10. Public Comment
11. Information/Correspondence (if any)
12. Closed Session (if necessary)
13. Adjournment